

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

October 24, 2006

7:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes – September 26, 2006, Meeting
2. Appointment of Acting General Manager – Robert H. Smith

D. BOARD REQUESTS AND DIRECTIVES

E. ADJOURNMENT

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AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 26TH DAY OF SEPTEMBER 2006, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

John J. McGlennon, Chairman
Jay T. Harrison, Sr., Vice Chairman
James O. Icenhour
Bruce C. Goodson
M. Anderson Bradshaw

Sanford B. Wanner, Secretary
Leo P. Rogers, County Attorney
Larry Foster, General Manager

C. CONSENT CALENDAR

Mr. Foster provided an overview of the item on the Consent Calendar.

Mr. Harrison made a motion to adopt the item on the Consent Calendar.

On a roll call vote, the vote was AYE; Harrison, Icenhour, Goodson, Bradshaw, McGlennon (5).
NAY: (0).

1. Minutes – September 12, 2006 Meeting

D. PUBLIC HEARING

1. Transaction Charge for Late Payment

Mr. Foster gave an overview of the Public Hearing item. Mr. Foster stated that for the last several years there has been a 10 percent fee for payments that have been delinquent over thirty days. Mr. Foster explained that this resolution would amend that rate to be a 1.5 percent fee for the first thirty days, and an additional 1.5 percent fee for every thirty days thereafter. Mr. Foster stated this change would make the policy consistent with Hampton Roads Sanitation District (HRSD), the JCSA partner in the Hampton Roads Utility Billing System (HRUBS), and save approximately \$13,700 in computer modifications. Mr. Foster recommended approval and clarified that this item was advertised twice over a sixty-day period.

Mr. Bradshaw stated this would save utility customers money as well.

Mr. Foster stated this was correct.

Mr. McGlennon opened the Public Hearing.

As no one wished to speak to this matter, Mr. McGlennon closed the Public Hearing.

Mr. Goodson made a motion to adopt the resolution.

On a roll call vote, the vote was AYE; Harrison, Icenhour, Goodson, Bradshaw, McGlennon (5).
NAY: (0).

RESOLUTION

REGULATIONS GOVERNING UTILITY SERVICE –

TRANSACTION CHARGE FOR LATE PAYMENT

WHEREAS, the Board of Directors of the James City Service Authority conducted a Public Hearing on September 26, 2006, for a proposed change of the transaction charge for late payment to the Regulations Governing Utility Service.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts change to Section 32, F. 2. as indicated below, which will become effective October 9, 2006.

Transaction charge for late payment. A transaction charge for late payment of 1.5 percent will be assessed on the balance due once the bill is delinquent and then every 30 days thereafter. The late charge will be added to a bill in the event the bill is not paid within 30 days following the date thereof.

BE IT FURTHER RESOLVED, that the proposed amendments be made part of this resolution.

Mr. Foster highlighted an award received by the Five Forks membrane treatment facility which was awarded by the American Membrane Technology Association. Mr. Foster explained the award recognized the facility as an exemplary operation for 5 million gallons reverse osmosis operations, the most prestigious award issued by the organization. Mr. Foster commented that this was the third award received for this facility.

E. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon asked for a brief update on the SCADA system in relation to the water main break.

Mr. Foster stated that SCADA was an enormous tool in detecting the water main break; however, as the Service Authority consists of approximately 400 miles of water line, with 20 percent of the lines in remote, forested areas, the break was difficult to find. Mr. Foster stated the break was in one of these overgrown, forested areas and since the water from the break went into a natural drainage area and into a BMP, it was harder to locate. Mr. Foster explained that in this process SCADA was a great tool, and the Service Authority knew what was happening and was able to isolate the break, but darkness impeded the search of a fairly large area.

F. ADJOURNMENT

Mr. Icenhour made a motion to adjourn.

The motion passed by unanimous voice vote.

At 7:35 p.m. Mr. McGlennon adjourned the Board.

Sanford B. Wanner
Secretary to the Board

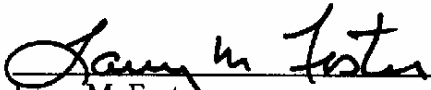
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MEMORANDUM

DATE: October 24, 2006
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Appointment of Acting General Manager – Robert Smith

Sanford Wanner, County Administrator, has placed Larry M. Foster, General Manager of the James City Service Authority, on a six-month temporary assignment as Acting Assistant County Administrator. Robert Smith, Assistant General Manager, will be serving as Acting General Manager of the JCSA during the six-month assignment.

Staff recommends that the Board approve the attached resolution appointing Robert Smith as the JCSA's Acting General Manager from November 1, 2006, through May 31, 2007.


Larry M. Foster

LMF/nb
GenMngr.mem

Attachment

RESOLUTION

APPOINTMENT OF ACTING GENERAL MANAGER – ROBERT SMITH

WHEREAS, the Board of Directors of the James City Service Authority is authorized to appoint an Acting General Manager to the Authority; and

WHEREAS, Sanford B. Wanner has placed Larry M. Foster, General Manger, on temporary assignment as Assistant County Administrator for a six-month term beginning November 1, 2006, and ending May 31, 2007.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, appoints Robert Smith as Acting General Manager of the James City Service Authority during Larry M. Foster's absence.

John J. McGlennon
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 24th day of October, 2006.

GenMngr.res